

**PER DIEM AS OF 7/1/2015**

IN-STATE:		OUT-OF-STATE:	
BREAKFAST	\$ 8.30	BREAKFAST	\$ 8.30
LUNCH	\$ 10.90	LUNCH	\$ 10.90
DINNER	\$ 18.70	DINNER	\$ 21.30
LODGING (actual, up to)	\$ 67.30	LODGING (actual, up to)	\$ 79.50
TOTAL:	\$105.20	TOTAL:	\$120.00

**Meals during Overnight Travel** – Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or the day of return. The following applies:

Breakfast                      depart duty station prior to 6:00 AM and extend the workday by 2 hours

Lunch                              depart duty station prior to noon (day of departure) or  
return to duty station after 2:00 PM (day of return)

Dinner                            depart duty station prior to 5:00 PM (day of departure) or  
return to duty station after 8:00 PM (day of return)  
and extend the workday by 3 hours

Travel must involve a travel destination located at least thirty-five (35) miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

**Overnight stays must be approved by your supervisor as a necessary expense (i.e. to attend a training session or other official duties requiring an overnight stay).**

The costs of meals included as part of registration fees, conference costs, hotel registrations, etc, should **not** be duplicated in reimbursement requests. Also, when the motel provides a full complimentary breakfast, that meal should **not** be claimed as an expenditure.

*(There is “no” allowance for lunch unless the travel involves an overnight stay.)*

**Daily Travel (Not Overnight)** - To be eligible for the breakfast and evening meals an employee must meet all three (3) criteria: departure time, length of “work day” and destination requirement.

Breakfast (morning):              depart duty station prior to 6:00 AM and extend the normal workday  
by two (2) hours.

Dinner (evening):                      return to duty station after 8:00 PM and extend the normal workday  
by three (3) hours.

The travel must involve a travel destination located at least thirty-five (35) miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

To be eligible for both meal allowances, the employee must have worked five (5) hours longer than the normal workday.